

REQUEST FOR PROPOSAL

COUNTY OF FRESNO

Central Kitchen

at

4501 East Hamilton Avenue

Fresno, CA

SUBMITTAL: Six (6) copies must be received on or before:
5:00 p.m. May 5, 2000

Addressed to: Edward R. Gaylord, Design Engineer

Mailing Address: Department of Public Works
2220 Tulare Street, Suite 600
Fresno, CA 93721

Office Address: Fresno County Plaza
2220 Tulare Street, Suite 720
Fresno, CA 93721

Mark Envelope: **"PROPOSAL – Central Kitchen"**

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE
RETURNED UNOPENED TO THE PROPOSER.

INQUIRIES:

Direct questions or clarification of this Request For Proposal documents to Claude Dechow, AIA, Architect (559-262-4214, fax: 488-1945), Department of Public Works.

CONSULTANT SELECTION POLICY:

Copies of the Fresno County Board of Supervisors Resolution 90-028 (Ordinance Code Chapter 4.10) which establishes procedures that implement the selection of Architects, Engineers, and other Professionals, may be obtained from Walt Degen, Senior Staff Analyst – Capital Projects, (559-262-4391), Department of Public Works.

Issuance Date: March 30, 2000

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EXHIBITS**EXHIBIT 1 - (Drawings and Data)**

- 1.1 Location Maps
- 1.2 Composite Site Plan
- 1.3 Site Plan
- 1.4 Conceptual Floor Plan
- 1.5 Building Sections
- 1.6 Exterior Building Elevation
- 1.7 Proposed Kitchen Equipment List (to be provided to finalists)

EXHIBIT 2 - Project Estimated Cost Summary**EXHIBIT 3 - Project Delivery Timeline****EXHIBIT 4 - Sample Consultant Agreement**

I. SUMMARY**A. INTRODUCTION AND PROJECT OVERVIEW:**

Fresno County seeks to retain the architectural services, under a single service agreement, for design development through post construction phases of Architectural/Engineering service for the development of a new 12,000 square foot (480' x 150') Central Kitchen facility on approximately 2.12 acre (250' x 370') site. **The actual site has not been finalist by the Board of Supervisors but is expected to be by the finalists interview. Information provided in this in this RFP is based upon the improvement occurring on property located at Northeast corner of Hamilton and Chance Avenues currently owned by the County.** The proposed build out of the facility is shown on Exhibits 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 and 1.7.

A private vendor under contract to the County and under the contract administration of the Sheriff's Office will use this new facility to prepare all meals for adult inmates in custody in the County Jail (four facilities: Main Jail; North Annex Jail; South Annex Jail; Satellite Jail), juvenile wards in Probation Department's Juvenile Hall on South Tenth Street, and Mental Health's Psychiatric Health Facility. The new central kitchen will have a minimum capacity to prepare approximately 12,900 to 13,200 meals daily.

B. REQUIRED CONSULTANT SERVICES

The Consultant shall retain subconsultants for the following specialties at his own expense to provide technical assistance necessary in developing components of the work to current day code standards and program requirements.

1. Civil Engineering
2. Structural Engineering
3. Mechanical Engineering
4. Electrical Engineering
5. Construction and Logistics Scheduling
6. Institutional Food Facilities Design Consultant
7. Cost Estimating
8. Security Electronic and other Low Voltage Systems Engineering
9. Information-Directory Graphics

The Consultant shall retain the following specialty consultants that will take direction from Fresno County's staff. Their expenses shall be treated as an extra service fee.

1. Geotechnical
2. Site Surveyor
3. Commissioning Service

C. SERVICES PROVIDED BY COUNTY

The County shall secure by separate Consultant contract, the professional services of the following specialty consultants:

1. A value engineering consultant that will provide guidance in planning efficiencies, identifying cost containment strategies, construction techniques that allow expedient assembly and life cycle cost efficiencies of proposed systems.
2. A construction management consultant that will provide construction schedule controls, advanced ordering of material and equipment and implement methods for minimizing construction contractor change orders and claims.
3. A Building Committee consisting of members from the Administrative Office, General Services Department, Sheriff's Department, Department of Public Works and key members of the user departments will guide the Owner's interest and carry forward recommended project scoping and details to the Board of Supervisors.

D. EXISTING CONDITIONS

The site for the Central Kitchen located at northeast corner of Hamilton and Chance Avenues is an existing overflow, temporary parking area. Adjacent to the proposed site is the General Services Department's building for Purchasing, Central Services and Warehouse divisions.

II. PROJECT INFORMATION AND REQUIREMENTS**A. PROJECT BACKGROUND**

Fresno County has budgeted \$4.0 million for the total project cost to construct the new Central Kitchen.

B. PROJECT DETAILED DESCRIPTION

The County seeks to retain the services of a qualified Architect/Engineer to construct a Central Kitchen on approximately 2.5 acre site at northeast corner of Hamilton and Chance Avenues. Exhibit 1.3 shows the site plan for the kitchen facility including providing for bulk food supply truck traffic circulation through the corporation yard in lieu of using surrounding local residential streets. A list of identified space needs is provided in Exhibit 1.4 which offers a basic starting point for the Consultant's project program activities.

The Project will consist of the following elements:

1. A 12,000 square foot facility (80' x 150') to be constructed with adequate space for the kitchen, storage and office. The site is approximately 250' x 370' (2.12 acres).
2. A parking lot for seventy-two (72) employee and visitor vehicles on the west and north sides of the building, covered receiving dock for two semi-tractor trailer rigs and small truck/van loading area. Five (5) motorized gates (three (3) along Hamilton Avenue and two (2) along Chance Avenue) with controlled access to the parking lot and facility.
3. The entire facility and parking lot, except the small truck/van loading area, will be enclosed by a fencing as indicated on site plan.
4. Sand and grease separators to be located near the southeast corner of the building. Utilities and an acoustically enclosed emergency power generator with 100% main panel loading capacities and automatic transfer switching is to be located on the east side of the building inside the perimeter fence. The trash compactor will be located adjacent to the small truck/van loading area. A 10-foot concrete masonry fence will screen activities at the van loading and trash areas.
5. Building must meet all Federal ADA and state building code accessibility requirements including parking, pathways, restrooms, drinking fountains and public telephones. Food storage, handling and preparation areas shall fully comply with State, Federal and AIB standards and requirements.

The kitchen will be generally of type II-N construction consisting of a concrete slab and grade beams, insulated metal sides and concrete masonry unit walls. The structural system shall “free” span the building width.

4. Additional improvements to the site will include:
 - a. The new central kitchen facility to permit food preparation and service to all Sheriff’s jail facilities, Tenth Street Juvenile Facility and Psychiatric Health Facility.
 1. The new kitchen shall be capable of preparing, processing and providing bulk storage for the preparation of 4,400 meals per serving which includes the delivery of 265 meals to the Tenth Street Juvenile Facility at each serving.
 2. The Selected Consultant will be required to review and provide equipment selections and specifications for advance purchase of equipment to meet the cooking demand for the nutritional diversity required by Title 15 of the California Code of Regulations for juveniles. Based upon budget considerations and Board approval, the Consultant shall incorporate all such improvements into the project’s design.
 - b. Site infrastructure improvements such as water, fire suppression, sewer, gas, storm water drainage. Also required will be the installation of a new primary electrical service and distribution system to the facility, an emergency power system, and new on-site parking.
 - c. Approximately fifty (50) additional parking spaces will be added to the West side of the County General Services Purchasing Division Building, 4525 East Hamilton Avenue. In addition to the parking spaces, a motorized gate will be installed at the South end of this parking lot and fire access gate at the North end.

All construction will be in full compliance with Title 15 of the California Code of Regulations and all other applicable codes and regulations such as, but not limited to, National Fire Protection Association (NFPA) articles 10, 13, 23, 70, 70E, 72, 110 and 230.

C. PROJECT BUDGET AND FUNDING

Exhibit 2 provides an estimated cost summary for this project. The current total budget estimate is \$4,000,000. The total project budget includes all associated project costs including but, not limited to:

- Construction contract and construction change order costs for this project are estimated at \$2,813,700.

Other project cost components included in the total project budget:

- All engineering service costs.
- All County administrative and project oversight costs (includes full time County provided project construction oversight costs).
- All permit and planning review costs (County coordinated).
- All Contract document printing for project bidding, award and construction (County provided).
- All legal advertising and distribution costs (County provided).
- All Owner furnished communication and data networking system costs (County provided).
- All class I and class II equipment and furnishing costs including kitchen equipment (County provided).

D. PROJECT MILESTONES:

See Exhibit 3 for delivery timeline associated with this project. **NOTE: Finalist interviews have been tentatively scheduled for Thursday, June 1, 2000. Firms to be advanced to finalist status will be notified by phone and fax number later than Friday, May 26, 2000.**

E. SAMPLE CONSULTANT AGREEMENT AND SPECIAL CONDITIONS:

Exhibit 4 - Sample Consultant Agreement is provided as an example of the typical language in a consultant service agreement with the County. It is recommended that the Consultant review the sample agreement with legal and insurance providers.

The County may wish to discuss issues dealing with Contractor Construction Claims cost avoidance with the finalists firms. The discussions will be frank and open to acceptable alternatives that will limit the County's exposure to costs caused by construction contract claims, contractor extended overhead costs and claims processing costs which have become significant project cost considerations on major County projects.

The County is considering back-charging the Consultant 100% of the cost of change orders where rework is required due to Consultant omission or failure to identify existing field conditions. The Consultant shall include in any proposal submitted the level of effort necessary to deliver this standard of care and be prepared to discuss this aspect of the proposal and its impacts at the finalist interview.

III. SERVICES OF THE CONSULTANT

A. DESIGN DEVELOPMENT PHASEThe Consultant shall:

1. Review and evaluate existing site for electrical, mechanical, plumbing, communication, telephone, and computer systems through visual observation and archive document research. Document the existing utility system configuration and possible interference with or impact on the proposed improvements.
2. Research and analyze all applicable codes and local building practices.
3. Prepare design development plans, drawings and reports showing proposed designs as per the project scope defined by the Board of Supervisors. The preliminary design shall consist of floor plans, (exterior) elevations, (interior) cross sections, landscaping plan, site and grading plans, site survey and other drawings drawn to scale and showing the location of walls, doors, windows, equipment, fixtures, and other necessary items together with the requirements for the electrical, heating, plumbing, air conditioning, and other work necessary to complete the project. This preliminary design submittal shall also include the fixture cuts for all pieces of equipment included in the design.
4. Identify and define systems, distribution and performance criteria for mechanical and electrical system components.
5. At an early stage of design development phase, provide printed copies of selected documents including plans, outline specifications and design data to County's value engineering consultant for review.
6. Review and analyze findings and alternatives provided by the County's value engineering consultant. Prepare reports on cost benefit analysis and life-cycle costs and justify and/or substantiate recommended course of action. Attend a reconciliation meeting and make corrections and changes as directed at no additional cost to the County.
7. Finalize site plan, elevations, floor plans, landscape and irrigation plan and sections.
8. Prepare applications and assist the County in submitting applications and expediting agency review processing as may be required for this project. This will include developing all data necessary to complete applications and the processing of a conditional use permit or rezoning, environmental assessment, environmental impact report, site plan review, and building

permits. Provide necessary document printing including but not limited to site plan and survey, grading, landscape and irrigation plans and building exterior elevations. Twenty (20) copies minimum.

9. As directed by the County's staff, attend, participate and make graphic and oral presentations at six public hearings. Prepare color rendering of site plans, elevations, birds-eye perspective of full facility, three ground level exterior perspective renderings and two interior.
10. Meet, not less than monthly, with the Building Committee for project coordination and direction purposes. The Consultant is required to submit, for review and approval, meeting documentation of all decisions made, directions given, and changes required to his contracted work.
11. Prepare a detailed and independently verified design development opinion of probable construction cost that shall identify the construction components, building systems and requirements of the project. The opinion of probable construction cost shall be projected to the midpoint of the probable construction period and include material and labor unit costs, overhead, profit, insurance, taxes, general requirements, supervision, and difficulty factors and be submitted in the CSI/UCI 16 division format. It shall also identify escalation and design contingency amounts, which must be approved by the County.
12. Submit to the County ten (10) sets of completed design development (preliminary) plans, specifications fixture cuts, reports and opinion of probable construction cost for the review, comment and evaluation by the Building Committee, and City of Fresno Fire Prevention Bureau.
13. Review and explain in both a verbal and a written report, the full detail of all elements to be included in the project (including those elements not shown but included in the drawings and outline specifications) with the Building Committee, and Public Works staff. Written authorization will be given upon acceptance of completion of this phase of the work and before proceeding to the next phase.
14. Continue to incorporate into the design in the succeeding phase of the work the changes identified from the project approval of the design development (preliminary design) at no additional cost to the County.

B. CONSTRUCTION DOCUMENTS PHASE:The Consultant shall:

1. Prepare the final working drawings from the design development (preliminary design), as modified by the County, on a CAD system acceptable to the County and on 24" by 36" drawing size sheets and technical specifications on 8-1/2" by 11" pages setting forth in detail the work to be done, the materials, workmanship, finishes, and equipment required for the architectural, structural, mechanical, electrical, communications, security and other components of construction necessary to provide the County a complete and functional project for its intended purpose.
2. Review and evaluate the Environmental Impact Report (EIR) and any prescribed mitigating measures that may pertain to the project. The EIR will be provided by the County
3. Incorporate any mitigating measures of the Environmental Impact Report.
4. Prepare construction specifications in UCI/CSI 16 division format with an IBM PC-compatible word processing program such as WordPerfect or Microsoft Word. The County will prepare bidder's instructions, general conditions and supplemental general conditions specifications
5. Include in the specifications a construction sequencing of work, which considers operation and schedule of the facilities. County staff shall review and approve the schedule prior to completing the final construction documents.
6. Submit to the County the independently verified final construction opinion of probable construction cost in the CSI/UCI 16-division format for the base bid work and alternative bid items. The opinion of probable construction shall be projected to the midpoint of the scheduled construction period to be scheduled by the County. Differences between the design development (preliminary) and final opinion of probable construction cost shall be explained in writing.
7. Submit the construction period for bidding purposes to the County for approval and identify long delivery times of materials and equipment, which will control length of construction contract.
8. Prepare all documentation necessary for the County's advance ordering of long lead-time project construction components that will impact the timely delivery of the project. Such advance ordering shall be authorized by the

Board of Supervisors. Detail any phased work in the final plans at no additional cost to the County.

9. Make recommendations on the form and content of the County supplied General Conditions, Supplemental General Conditions, Special Conditions, Proposal and form of Agreement of the Construction Contract, as they apply specifically to this project. The County shall perform final edit of these documents.
10. Prepare a list of type, frequency and schedule of all materials requiring special inspection and testing, including tests that are the responsibility of the Contractor but supervised and directed by the Inspector of Record (IOR).
11. Additive bid items may be necessary so that the County will be able to award a construction contract not exceeding available construction funds. Assist the County in developing alternate or additive bid proposals to insure control of the project's cost at no additional cost to the County.
12. Submit progress originals and final originals of the plans, specifications, and opinion of probable construction cost for bid reproduction by the County. Submit four copies of structural and all other system calculations at no additional cost to the County.
13. Participate in an outside consultant's and County's Building Committee review of construction cost estimate and the project manual in a constructability review of the project. Make changes as directed at no additional cost to the County.
14. Provide an additional fifteen (15) sets of completed construction documents (plans, specifications and opinion of probable construction cost) for agency and final inter-departmental review. The Consultant will provide interpretations and clarifications, corrections and modifications necessary to gain approval of all reviewing agencies at no additional cost to the County.
15. Make changes and modifications to documents as may be necessary and required to gain agency project approvals.

C. BIDDING PHASE:

The Consultant shall:

1. Deliver to the County two (2) weeks prior to the proposed advertising date, (to be determined by County) the final completed original drawings and

specifications for County printing and distribution of bid sets to interested contractors. The original drawings and specifications index sheet shall be stamped by a seal with Consultant and subconsultants' license numbers and license renewal dates and/or signed in accordance with the California Business and Professions Code.

2. Submit a list of general and specialty contractors who may be interested in bidding on this project.
3. Attend pre-bid conference scheduled by the County.
4. Prepare addendum drawings and materials as required to clarify scope of work to be bid upon, at no additional cost to the County. Coordinate subconsultants addendum drawings and materials. Prepare drawings and work necessary to delineate either the County's changes in scope to the contract or changes in job-site conditions due to inaccurate information provided by the County. Such work shall be provided as directed by the County representative and shall be an extra service to the Consultant's agreement.
5. Submit to the County for review and approval any addenda deemed necessary. Addenda, if any, shall be submitted no later than five (5) working days prior to the scheduled bid opening. The Addendum shall be distributed by the County to bidders. An electronic copy of items will be necessary to include last minute items and clarifications.
6. Assist the County in evaluating bids and alternates.
7. Delete or otherwise change portions of the construction work at the request of the County if the lowest bid proposal for the proposed construction contract exceeds the County approved opinion of probable construction cost (which will include the Consultant's design contingency amount approved by the County) by 10% or more, and if the County rejects all bids. The Consultant shall revise the plans and specifications to comply with such modifications and shall assist the County in obtaining new proposals from contractors at no additional cost to the County. Modifications shall be completed on a time schedule commensurate with the scope of the changes and as set forth by the County.

D. CONSTRUCTION PHASE:

The Consultant shall:

1. Attend pre-construction conference scheduled by the County.

2. Provide limited construction observation including but not limited to:
 - a. Within two (2) working days of County's request for information (RFI), responding to the County Construction Engineer or Contractor, through the County Construction Engineer with information and/or drawing needed from Consultant in order to clarify the intent of the construction contract plans and specifications of the project. Consultant shall review Contractor's cost proposal for all changes orders associated with any additional work as may be necessary by the RFI clarification.
 - b. Except for color boards, with seven (7) working days of County's request, reviewing and making recommendations for samples, schedules, shop drawings, and other submissions for general conformance with the design concept of the project and for general compliance with the plans and specifications and information given by the Consultant's contract documents.
 - c. Recommending and assisting in the preparation of necessary change orders, with supporting documentation, calculations and opinion of probable construction cost, for review and issuance of change orders by the County Construction Engineer to obtain appropriate agency acceptance and approval.
 - (1) Drawings and work necessary to delineate the County's changes in scope of the construction contract or to make modifications as directed by the Board of Supervisors, which shall be made as directed by the Construction Engineer and shall be compensated as an Extra Services.
 - (2) Notwithstanding the forgoing, where the change order arises as a result of a negligent error or omission of the Consultant, the Consultant shall not be compensated as an Extra Service for time spent or cost incurred in efforts connected with the correction thereof. The cost of rework of installed work shall be assessed upon the Consultant's contract payments.
 - (3) Any changes to the construction contract shall be made only with written County approval.
 - d. Making recommendations to the County on all claims of the County or construction contractor (hereinafter called "Contractor") and all other matters relating to the execution and progress of work, including interpretation of the Consultant's contract documents.

3. At intervals appropriate to the stage of construction as requested by the Construction Manager, or as otherwise deemed necessary, visit the project construction site as may be necessary to become familiar generally with the progress and quality of the work and to determine that the work is proceeding in general accordance with the contract documents.
4. Review all field testing reports and make recommendations to accept, retest or reject.
5. Based on the Consultant's visits to the site, Consultant shall keep the County informed through written reports as to the progress of the work, shall endeavor to advise the County of defects and deficiencies observed in the work of contractors, and may recommend that the County reject work as failing to conform to the contract documents.
6. Based upon his limited observations of the progress of construction and the Contractor's application for payment, assist the Construction Inspector in determining on a monthly basis, the amount owing to the Contractor under the contract documents and recommend, through appropriate certificates, payments on such amounts. Such certificates shall construct a representation to the County that the work has progressed to the point indicated and that to the best of the Consultant's knowledge information and belief, the quality of the work is in accordance with the contract documents.
7. Conduct site visits which shall include but not be limited to on-site inspections to determine the dates of substantial completion and final completion and to recommend to the County its acceptance to the County of the work, for the filing of the notice of completion and issuance of final certificate of payment.
8. Conduct a "project shakedown" commissioning of all the building's systems, mechanical, plumbing, security electronics, public address system, fire alarm, etc. and maintenance staff orientation for the completed project.
9. Not charge for the costs of drawings, engineering and other work and expenses necessary to correct negligent errors, acts and omissions and other inaccuracies attributed to the Consultant's design work.

E. POST CONSTRUCTION PHASE:

The Consultant shall:

1. Review and forward to the County four (4) copies of Operations and Maintenance Manuals to be furnished by the Contractor.

2. Inform the County of all written guarantees required of the Contractor by the Consultant's technical specifications or special conditions.
3. Return to the County all plans borrowed from County.
4. Upon completion of the project, obtain from the Contractor information of all the changes to the project, transfer them to project plan originals, then make one (1) set Mylar reproducible "record" drawings, and make one (1) record print set and deliver both "record" drawings and "record" prints to the Department of Public Works. No final payment to the Consultant will be issued until this task has been performed and errors and omissions attributed to the Consultant have been resolved.
5. Provide record drawings in the form of .dxf or .dwg files in addition to Mylar reproducibles. Such .dxf or .dwg files shall be furnished on either 100MB 'Zip' disks, 3.5 DS/HD disks, or compact disk (CD-ROM).
6. Assist the County with any claim resolution process involving Contractor and County. This may be considered as extra services unless the Consultant is found negligent in the project's development.
7. Participate in the early settlement discussions of construction claims resolution issues. Participation in this process does not preclude the County's right to make a negligent error and omissions claim against the Consultant.

IV. SERVICES PROVIDED BY THE COUNTY

Fresno County will provide the services listed below in support of the Consultant's professional services. The Consultant shall be responsible for the evaluation of all information supplied by the County and verification its accuracy.

The County will:

- A. Transmit documents for other agency reviews, and pay all application and review processing costs.
- B. Process the County Site Plan Review application with Consultant supplied site and floor plans, operational statement, and staffing requirements.
- C. Assume all costs associated with reproducing the final bid documents and addenda and their distribution. Assume all project advertising costs.
- D. Provide full-time inspection and project administration costs associated with the quality control aspects of the construction project.

V. BACKGROUND CHECK

The County reserves the right to conduct a background inquiry of each proposer which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal to the County, the proposer consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

VI. PROPOSAL SUBMITTAL REQUIREMENTS

Submit no more information than requested by Part VI of this Request for Proposal. The completeness of the proposal will be evaluated by a screening committee.

Submittal will be in two parts.

PART A.

The first part will enable the County to appraise the general qualifications of the consultant. You must answer the following questions in the same sequence as below.

1. Firm name, address, city, state and phone number.
2. Specify type of organization (individual, partnership or corporation) and if applicable indicate whether you are:
 - a. Small Business.
 - b. Disadvantaged Business.
 - c. Minority and/or Women Owned Business.
3. Firm principals who will be responsible for the project, and their education, credentials and experience in similar work.
4. Key personnel who will be assigned to work on the project and their education, credentials and experience on comparable projects. Indicate the tasks to be performed by these key individuals and expected time or effort they will commit to the project.
5. Subconsultants (mechanical, electrical, structural and others as the project may require) to be used. Indicate the tasks to be performed by these consultants.
6. Present staff - number and classification. Will you have to secure more staff to complete the commission?
7. List current projects or commitments for architectural or engineering services in your office.
8. List in reverse chronological order for the last four years similar food preparation facility projects completed or under construction for which your firm provided design services:

Indicate for each of these projects:

- (a) Name of project.
 - (b) Project location.
 - (c) Brief description (type of construction, functional components, special design considerations).
 - (d) Square footage of project and number of stories or floors, building construction type.
 - (e) Name of owner.
 - (f) Name of owner's contact person and telephone number (Contact person, who, at the time of RFP submittal, was, will be or is employed by the owner and who would have personal knowledge of the completed work).
 - (g) Your firm's specific involvement (prime architect/engineer (A/EOR), sub-consultants or other capacity).
 - (h) The bid cost vs. final opinion of probable construction cost.
 - (i) Status of completion.
9. List at least four additional references of present or past clients with their telephone numbers and fax number.
10. Include a current copy of Standard Form 254 (showing relevant facility experience).
11. The Consultant will submit as a part of his or her initial submittal the firms' current basic hourly rate schedule for all current employee classifications. Such hourly labor rates shall include costs for items such as office supplies, computer and plotting supplies, printing, postage, vehicle costs, and other incidentals.

(Printing includes normal office copying and printing, check plots and check prints, and other incidental printing. Printing includes other agency review/approval plans if specifically required as a basic service in accordance with Section III. Other printing is usually either authorized as an extra service or arranged through the County's contracted printing companies at the County's expense.)

Include the same information for all proposed sub-consultants. Hourly rates shall be used as the basis of assessing changes in the scope of work.

The Consultant will be required to submit a sealed estimated fee proposal based on the scope of work defined in this RFP and subsequent addenda, only if selected as a finalist.

PART B.

The second part covers the tasks required of the consultant.

1. The Consultant will explain in detail how the consultant will approach the implementation of the project requirements and constraints, including time line, highlighting differences between the Consultant's proposed time line and that stated in this Request For Proposal.
2. The Consultant will further explain the probable time frame for completing each task or service described in Section III, preferably through the use of a bar chart with start - finish dates and critical time line indicated.
3. The Consultant shall comment on the suitability of the proposed project program, and with the adequacy of the proposed construction budgets to meet the program needs.

VII. CONSULTANT SELECTION PROCEDURE

The selection procedure shall be in accordance with Fresno County Ordinance Code Chapter 4.10 and applicable provisions of the "Policy for Selection and Compensation of Architectural / Engineering Consultants" as last revised by the Board of Supervisors on November 29, 1994. The process includes the following provisions:

A project Selection Committee will be formed to evaluate the proposals and to make recommendations to the Fresno County Board of Supervisors.

The Selection Committee will consist of representatives of the Administrative Office, Department of General Services, Sheriff's Department, Department of Public Works, and may include a representative knowledgeable in architectural/engineering services from outside the community or from one of the universities. The Selection Committee will screen the proposals and may select three or more firms as finalists. More firms will be considered as finalists when, in the judgment of the Selection Committee, other firms are equally qualified to provide the requested professional services. Finalists may be requested to interview with the Selection Committee as a part of the evaluation process.

After the finalist firms have been identified and as a part of the Selection Committee's evaluation at interview time, the finalist firms will be required to submit an estimated fee proposal to provide professional services for the project. The finalist firms' estimated fee proposals will be opened only after the Selection Committee has completed all of the interviews and considered each of the finalist's qualifications. The Selection Committee will consider the estimated fee proposals in its final deliberations.

The Selection Committee will address the following criteria in its evaluation of proposals (not necessarily in order of importance).

- A. Experience with emphasis on projects involving institutional meal preparation facilities. Preference will be given to applicants with prior experience in the planning and design of these types of projects.
- B. Educational background of the consultant's key individuals who will be assigned to the project on a full-time basis.
- C. Quality of past performance for the County or similar agencies.
- D. Qualifications of individuals within the Consultant's organization directly responsible for the work. The County reserves the right of approval of the Consultant's project manager.

- E. Adequacy of staff to perform the work within the time allowed.
- F. Approach proposed for solving this project's design problems and project requirements.
- G. Demonstrated ability to make effective public presentations on the requested reports and proposed designs.
- H. Demonstrated ability to work effectively with County staff, other public agencies and related parties.
- I. New or innovative ideas presented by the consultant in the proposal or presentations.
- J. Demonstrated ability to keep costs within project budgets and design estimates.
- K. Knowledge of local conditions.
- L. Demonstrated interest of the consultant in the success, efficiency, and workability of the facility during construction and post construction operation.
- M. Whether the consultant is currently engaged in another project which has direct and substantial physical relationship to the proposed project.
- N. Whether the consultant who designed the original facility should be retained for the new work on the basis of cost, detailed knowledge of the existing facility, or necessity of use of the same design concept in the work.
- O. Demonstrated record of abiding by terms of subcontract agreements regarding timely payment for services rendered on County projects.
- P. Ability of the Consultant to furnish effective and timely construction observation services.
- Q. Completeness of proposal.
- R. The estimated fee proposal will be a factor in the final selection only after the most qualified firms have been identified.
- S. All other things being equal, local (within Fresno County) consultants are preferred over non-local consultants.
- T. All other things being equal, non-local consultants who associate with a local consultant for the purpose of the particular services required shall be preferred to non-local consultants who do not so associate.

The Consultant selection is anticipated to occur in July 2000.

The Consultant selected will be expected to start work as soon as the Board of Supervisors approves the final consultant agreement. The anticipated approval date is in August 2000.

VIII. FEE DETERMINATION

The Consultant compensation amount for the project will be negotiated with the Board of Supervisors selected firm. In the event negotiations fail with this firm, the County will terminate the negotiations and commence new negotiations with the next most qualified firm.

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Revised: March 29, 2000 at 2:01 PM